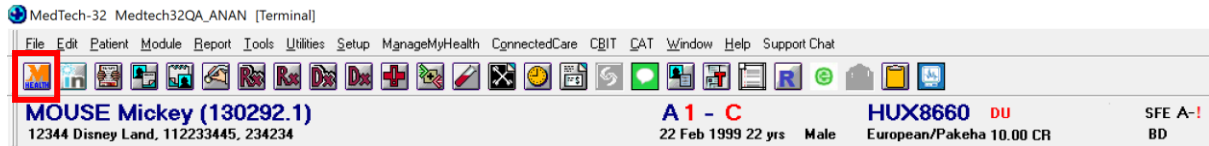






# Registering a Patient to ManageMyHealth

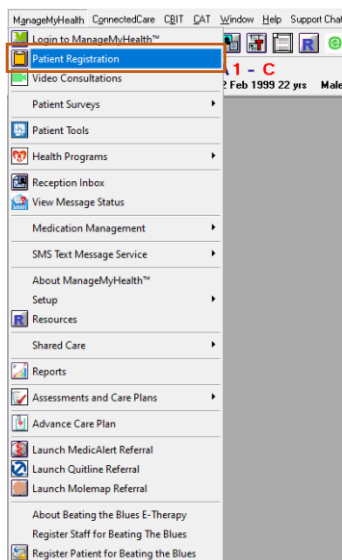
**Purpose:** Prior to a patient using ManageMyHealth, they need to be registered within your PMS with a unique username and password to ensure security and privacy.

## ManageMyHealth Icon Colour



What it means	What the Icon looks like
<ul style="list-style-type: none"> <li>Not in ManageMyHealth™/Suspended from ManageMyHealth™</li> </ul>	
<ul style="list-style-type: none"> <li>They are not registered to MMH, but are either in the Shared Electronic Health Record, Medic Alert or Beating the Blues</li> </ul>	
<ul style="list-style-type: none"> <li>They are registered in the PMS, but have not yet activated their account.</li> </ul>	
<ul style="list-style-type: none"> <li>They are registered in the PMS, and have activated their account.</li> </ul>	

## Registering a patient to ManageMyHealth



1. Go to the ManageMyHealth ribbon menu
2. Click on the Patient Registration icon

**Patient Registration (ManageMyHealth (MMH))**

**Web**

**Patient Details**

First Name: CUMMINS      GP Name:  
 Last Name: PAT      Location Name: VM05 Location2  
 Date of Birth: 28-07-1994  
 NHI: EPT6335

**Patient Identification**

\* Identification Type: Known to me  
 \* Number:

**Email / Username Details**

New Registration       Link with existing

\* Email Address: Cummins12@mmh-demo.com  
example: mickey.mouse@gmail.com  
 \* Confirm Email Address:

**Health Record Upload Settings**

**Health Summary**

All Classifications  
 All Medications  
 Immunisations  
 Medical Warnings

**Services**

Lab Results 01/01/1980       All  Default  
 Recalls

**Consultation**

Consultations 01/01/1980       All  Default

**Screening Terms**

Screening setup  
 Opt-out of batch registration

3. Enter the patient identification details. If you know the patient, you can select 'known to me' otherwise enter in their ID type.
4. Enter their 'number' in the number field. Most commonly, this is the patients NHI or chart number.
5. Enter the patients email address, and re-enter to confirm
6. Ensure the dates in the Health Record Upload Settings sections are correct. Most commonly, practices choose to upload documents from the date after they have gone live with ManageMyHealth.
7. Click on the 'Register' button.

**Confirm Registration** ✕

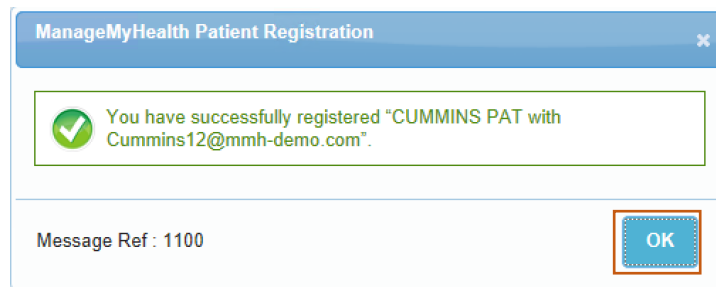
Once the ManageMyHealth data export options are set and data is sent to the ManageMyHealth website, the exported data cannot be withdrawn.

All Health Summary options are checked by default and this selection cannot be altered.

If selecting to export Lab Results, Consultations and or Screening, then all active data will be sent based on the selected date.

Continue with patient registration?

- This message is confirming the upload of the patient information as per their Health Record Upload Settings (see step #6 above). Click OK



- You will then receive this confirmation message. Click OK.
- The Patient Registration Page will then display like this:

Patient Registration (ManageMyHealth (MMH))

Web

#### Patient Details

First Name: PETER	GP Name: Sam.Jones
Last Name: ADAMS	Location Name: VM05Practice
Date of Birth: 01-01-1980	<input checked="" type="checkbox"/> Patient Portal
NHI:	
Email: peteravn05@mmh-demo.com	

[Change Email](#) ⓘ

---

#### Patient Portal Status

<input checked="" type="checkbox"/> Date registered: 21/07/2021 3:40:33 PM	Registered by: Sam.Jones
<input checked="" type="checkbox"/> Activation code: 2418-1633-6673	<a href="#">Link Account</a> ⓘ
<input checked="" type="checkbox"/> Date activated: 21/07/2021 2:41:32 PM	
<input checked="" type="checkbox"/> Email verified	
Date last login: 21/07/2021 3:41:40 PM	
Date last health record upload:	<a href="#">Reset Upload</a> ⓘ

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#### Health Record Upload Settings

<b>Health Summary</b>	<b>Services</b>
<input checked="" type="checkbox"/> All Classifications	<input checked="" type="checkbox"/> Lab Results <input type="text" value="01/01/1980"/> <input type="radio"/> All <input checked="" type="radio"/> Default
<input checked="" type="checkbox"/> All Medications	<input checked="" type="checkbox"/> Recalls
<input checked="" type="checkbox"/> Immunisations	<b>Consultation</b>
<input checked="" type="checkbox"/> Medical Warnings	<input checked="" type="checkbox"/> Consultations <input type="text" value="01/01/1980"/> <input type="radio"/> All <input checked="" type="radio"/> Default ⓘ

**Screening Terms**

[Screening setup](#)

[Invite for Video Consult](#) ⓘ [Suspend Registration](#) ⓘ [Close](#)

[View Audit](#) ⓘ

## 11. Patient Portal Status options:

Patient Registration (ManageMyHealth (MMH))

Web

### Patient Details

First Name: CAMEROON	GP Name: Dr. James Parkinson
Last Name: WEST-A	Location Name: Whangarei Girls High
Date of Birth: 03-09-1975	<span style="color: green;">✔</span> Patient Portal (Batch Registered)
NHI: BHJ9965	
Email: EVO5A978@mmh-demo.com	

### Patient Portal Status

	Registered by: Dr. James Parkinson
<span style="color: green;">✔</span> Date registered: 9/07/2021 12:46:15 AM Activation code: 8857-7385-4382 Date activated: Email verified Date last login: Date last health record upload:	<div style="margin-bottom: 5px;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: 1px solid #0070c0;">Link Account</a> <span style="font-size: 12px;">i</span></div> <div style="margin-bottom: 5px;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: 1px solid #0070c0;">Print Instructions</a> <span style="font-size: 12px;">i</span></div> <div style="margin-bottom: 5px;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: 1px solid #0070c0;">Email Instructions</a> <span style="font-size: 12px;">i</span></div> <div style="margin-bottom: 5px;"><a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: 1px solid #0070c0;">Undo Registration</a> <span style="font-size: 12px;">i</span></div>

### Health Record Upload Settings

<b>Health Summary</b> <input checked="" type="checkbox"/> All Classifications <input checked="" type="checkbox"/> All Medications <input checked="" type="checkbox"/> Immunisations <input checked="" type="checkbox"/> Medical Warnings	<b>Services</b> <input checked="" type="checkbox"/> Lab Results <input type="text" value="01/01/1980"/> <span style="font-size: 12px;">i</span> <input type="radio"/> All <input checked="" type="radio"/> Default <input checked="" type="checkbox"/> Recalls
	<b>Consultation</b> <input checked="" type="checkbox"/> Consultations <input type="text" value="01/01/1980"/> <span style="font-size: 12px;">i</span> <input type="radio"/> All <input checked="" type="radio"/> Default

- a. **Print instructions:** This will print the activation details, including their code. This information is also included in their Activation Email, so is not required unless the patient prefers it. If you require the patient to sign the document, you will need to print the document and scan + save the signed copy in the PMS.
- b. **Email instructions:** This sends a copy of the activation details, including their code, to their email address. This can be re-used if the patient has no longer got their original activation details.
- c. **Undo registration:** Allows the deletion of the registration prior to the patient activating their account. The registration process will remain complete, however the patient will still be required to activate their account.